Commonwealth of Virginia
Council on Technology Services

EXECUTIVE COMMITTEE

DRAFT MINUTES

Monday, November 4, 2002
Department of Information Technology Executive Conference Room
1:00 p.m. – 3:00 p.m.

ATTENDANCE

Members:

Cheryl Clark (DIT)
Ray Davis (DGIF)
Joy Hughes (GMU)
Jerry Simonoff (DTP)
David Sullivan (Virginia Beach)

Staff:

Jenny Hunter (Executive Director)

Presenters, Guests, and Representatives:

Chris Doss (VIPNet)
Rob Jones (Trebor)
Paul Lubic (DTP)
Ken Lyons (Worldcom)
Fred Norman (CVC)
Jennifer Schreck (APA)
Mary Zdanius (Gateway)
Dan Ziomek (DTP)

MEETING OBJECTIVES

The primary objective of the COTS Executive Committee meeting is to prepare for the November 14 Council meeting, receive an update on the status of the technology strategic plan, and discuss the organization and chartering of COTS Workgroups around the technology strategic plan. The Executive Committee will also set the calendar for future meeting dates.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Hunter called the meeting to order at 2:05 p.m., and thanked everyone for coming.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the September 9, 2002, meeting. The minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

TECHNOLOGY STRATEGIC PLAN UPDATE

Deputy Secretary of Technology Eugene Huang provided an update on technology strategic plan activities. Since the release of the plan on September 25, 2002, the due diligence effort has been underway. Until now, only ad hoc information about the current state of IT in the Commonwealth had been available. A consultant was engaged to help verify the data collected by survey in the summer and to develop a precise definition of where IT in the Commonwealth stands. The teams are currently in the process of evaluating and assessing the findings.

Data indicates there are 63 agencies that spend approximately $417 million annually on IT. There are approximately 3,000 servers, 2,500 IT employees, 5,800 desktops, and 14 different e-mail platforms in the Commonwealth.

In terms of implementation of the plan, Deputy Secretary Huang said there are two major areas of focus. The first is legislation focused primarily on the IT consolidation effort. The strategic plan calls for large-scale structural change. The Secretary and his team are meeting with individual legislators to gain the buy-in of the General Assembly. Senate Finance was briefed three weeks ago, and the Secretary is meeting with House Appropriations and the House Committee on Science and Technology headed by Delegate Joe May.

The second area of focus is initiatives to drive the plan forward. Cheryl Clark and Jerry Simonoff are working with eight domain teams to identify targets of opportunity and assembling experts. The underlying goal of the consolidation effort is to make it customer-focused and to avoid impacting business processes negatively. During the transition, much work will be done with agencies and the Cabinet on how technology can support the business processes.

Secretary Newstrom is scheduled to speak at a series of "Town Hall" meetings that will be scheduled in the next two weeks. The Town Hall meetings are an opportunity for the Secretary to talk with state IT employees and address their concerns and describe the benefits of the plan. State employees will be given new opportunities for career advancement and training.

By mid-December the Town Halls will be completed, the legislation package will be completed and released by the Governor, and the consolidation initiatives will be analyzed. More than 200 individuals are involved with the consolidation project, and the numbers continue to grow.

The COTS Executive Committee will be a sounding board for organizational change and to provide input. The plan is moving forward as quickly as possible.

Joy Hughes stated that the higher education CIOs are working on a parallel plan for colleges and universities. The group convenes on November 14 to vote. Each institution has a Board of Visitors, requiring the CIO to get approval from the President and the Board. The group is drafting recommendations for review by authority on campuses. The vote on November 14, thus, is a non-binding vote.   Areas of recommendation include leveraging buying power, leveraging ERP (Enterprise Resource Planning) systems, and development of enterprise applications.

COTS WORKGROUP ORGANIZATION AND CHARTERS

Ms. Hunter introduced the discussion on COTS Workgroup Organization in light of the strategic plan. The group discussed potential Workgroup chairs and staff for the five COTS Workgroups, including:

1. Change Management Support. The Workgroup supports the communications and awareness activities in support of the Governor's Strategic Plan for Technology. Recommended chairs and members would have experience with human resources, communications, training, and information technology. Paul Lubic of the Department of Technology Planning will provide staff support.

2. Commonwealth Enterprise Systems. This Workgroup will develop a business case for replacing the aging administrative systems in the Commonwealth. Recommended chairs and members would represent stakeholder "central" and "customer" agencies, and would represent the business/functional areas within those agencies. Bernie Hill of the Department of Technology Planning will staff the Workgroup.

3. Internet Services. This Workgroup explores ways to revolutionize service delivery to customers and increase online services. David Sullivan of Virginia Beach and Tim Bass of

Virginia Retirement System are the co-chairs.   COTS Executive recommended asking Virginia Information Providers Network (VIPNet) to staff the Workgroup.

4.   Security. The Workgroup addresses information security issues at the enterprise level. Ernie Steidle of the Department of Rehabilitative Services volunteered to chair the Workgroup and was accepted by the Executive Committee.   Eric Perkins of the Department of Technology Planning will staff the Workgroup.

5.   Technology Management. The Workgroup addresses technology management issues and is chaired by Chris Saneda of the Department of Alcoholic Beverage Control. Judy Marchand of the Department of Technology Planning staffs the Workgroup. The charter for the Workgroup is pending review by the Secretary of Technology.

Mr. Sullivan will provide the update on Workgroup organization at the November 14 COTS meeting. Prior to that meeting, the Workgroup chairs and staff will be determined.

COTS AGENDA FOR NOVMEBER 14

The COTS Executive Committee recommended the following agenda items for discussion at the November 14 COTS meeting:

1. Report and update on the Strategic Plan for Technology in the Commonwealth.
2. Report and update on the Due Diligence effort currently underway.
3. Information on Virginia's 6th place ranking in the Center for Digital Government's Digital State Survey.
4. Executive Committee update.
5. Commonwealth of Virginia Information Technology Symposium 2002 wrap-up and 2003 preview
6. Impacts on budget cuts

Chris Doss of VIPNet compiled the survey responses for the Digital State Survey and will provide an overview of the Survey, state comparisons, and variables for improving performance next year. Mr. Doss indicated the survey could be broken down into three separate surveys, split out by function.

Cheryl Clark said DIT was not considered for additional cuts because it is a central service agency and will be impacted by reductions in its customer agencies. Jerry Simonoff said DTP was reduced 15 percent. Three positions were cut last spring, and three staff members left the agency. The reductions remove flexibility for hiring contractors. The Wireless E-911 Services Fund has been used to fill some of the funding gaps.

Mr. Sullivan said local government is impacted by Library cuts and the Compensation Board is

cutting its reimbursement rate to constitutional officers.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

There was no new business.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 3:00 p.m.

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